

REQUEST FOR QUALIFICATIONS ARCHITECTURAL/ENGINEERING SERVICES Asheville Civic Center Improvements

A. GENERAL BACKGROUND AND PROJECT OVERVIEW

The City of Asheville is seeking the services of qualified design professionals (Firm) to work with the City of Asheville Civic Center (Civic Center) www.ashevilleciviccenter.com, a municipal department of the City of Asheville, on improvements and renovations to several areas of the Civic Center. For 36 years, the Civic Center has generated a substantial economic impact for Asheville and the region. It has hosted world-class performers, nationally televised sporting events, political speeches, high school and college graduations, trade and consumer shows, and a wide variety of other events that have attracted patrons from both near and far. Consisting of four different venues, the Civic Center is the region's preeminent multipurpose facility. It attracts over 200,000 patrons per year.

The Civic Center Commission and management team has identified some key focus improvement areas for physical enhancements to the facility, especially the arena. It is expected that the upgrades will dramatically improve the venue's ability to retain current customers, attract new events, and increase guest satisfaction. The Civic Center has recently hosted sold-out shows from artists as diverse as the Avett Brothers, Norah Jones, Widespread Panic, and Loretta Lynn. The Civic Center has secured a commitment from the Southern Conference to host its men's and women's college basketball tournament for at least three years beginning in 2012.

The Civic Center already has many advanced bookings in the coming months and **a key component of this project will be the ability of the selected firm to successfully work with contractors/subs/civic center staff in sequencing and scheduling the construction such that minimal disruption and displacement of scheduled events occurs.**

The project scope may generally include: renovate locker/dressing rooms, meeting rooms, storage areas, unused office space, banquet areas; replacement of the lower bowl portable and fixed track seating, with special emphasis on bowl seating reconfiguration and maximizing seating capacity for multiple uses; upgrades and renovations to the upper balcony seating and flooring; concourse renovations; upgrading arena lighting; messaging and sound system upgrades; Information technology improvements; and other possible upgrades. The Civic Center encourages the use of green technology in this project. It is expected that there will be two phases of design professional assistance: the first phase will help develop project scope, sequencing, and preliminary estimates of construction cost; the second phase will consist of design document development, construction administration and owner representation inspection.

Currently it is anticipated that available funding for construction and related costs will be \$4M. These services will be determined in negotiations, and are subject to change at the sole discretion of the City.

The City of Asheville supports the participation of local and minority vendors on this project. The Request for Qualifications response should include a statement that indicates the percentage of work that will be completed by local and/or minority vendors. For assistance or any questions in regards to minority business outreach, please contact James Lee, Minority Business Program Coordinator for the City of Asheville at (828) 232-4566 or jlee@ashevillenc.gov. To search for minority vendors go to www.doa.nc.gov/hub. The City of Asheville uses the minority listing for the state which is provided through their VendorLink system.

B. REQUIREMENTS FOR STATEMENT of QUALIFICATIONS (SOQ) SUBMITTALS

Interested firms should submit eight (8) hard copies of an initial Statement of Qualifications (SOQ). It is requested that the SOQ clearly include the elements described in this section in the order listed below. Lengthy responses are not expected. In addition, detailed proposals or graphical land use or architectural renderings are not required, unless it is desired by the respondent in order to communicate the team's project approach. The SOQ should not exceed 20 pages, exclusive of resumes. The Civic Center may request an electronic PDF version later in the process.

The SOQ should be provided in the following format.

1. Transmittal letter. A transmittal letter signed by the lead firm of the team.
2. Relevant Project Experience and Results. The team must have an extensive background in designing arena renovations. Provide a listing of relevant experience of arena renovation projects previously completed or currently underway. Key personnel, partnerships with other firms, references and project cost must be included for each project. Of particular interest is specific experience with these types of projects; sequencing renovations to minimize impact to scheduled events; designing seating arrangement to maximum the seating capacity; designing an energy efficient lighting system that meets the lighting needs of a wide variety of events; designing a public address sound system that will provide adequate sound for a wide variety of events; interior design skills to enhance a wide variety of space used by patrons, promoters, media and performers. A contact person must be provided for the owner of each project. This person shall be someone who worked closely with the project. Provide full contact information for each reference. It is also critical that respondents link the elements of previous projects that reflect the values articulated in

the Project Approach. Teams should show evidence of creative problem solving techniques on previous renovation projects. Innovations might include addressing arena configurations while addressing structural constraints, creative sequencing, or other components relevant to the challenges of this project.

3. Project Approach. A detailed methodology shall be submitted which is easily understood, and which summarizes the team's approach for how the renovations can be accomplished. The summary should identify the person who will serve as the principal point of contact with the City and be authorized to make representations on behalf of the responding team.
4. Description of the Project Team: Provide résumés of each firm's key individuals proposed for this project and organization chart indicating any proposed subcontractors and/or parties to a joint venture. A primary desired quality includes the commitment of an experienced and professional senior-level project team throughout the life of the project.
5. Participation by local and/or minority business is encouraged and should be indicated.

Proposals should be submitted to the Asheville Civic Center, City of Asheville, 87 Haywood Street, Asheville, North Carolina, 28801, and attention: Dan Dover. The deadline receipt of SOQs is Wednesday, September 15, 2010, at 2:00 p.m. Late submittals will not be considered.

C. SOQ SUBMITTAL EVALUATION PROCEDURE

Evaluation of all SOQs will be accomplished in the following manner:

1. A review committee will evaluate the SOQs. The committee may engage other subject matter experts to assist in the SOQ evaluations.
2. Review committee members will study each SOQ and will weigh the following criteria to rank the submittals.
 - a. Responsiveness to the RFQ
 - b. Evidence of relevant experience on similar projects
 - 1) Capability to perform work.
 - 2) Demonstrated experience in specialized areas arena renovation and repair.
 - c. Project methodology
 - 1) Understanding of the project's unique characteristics.
 - 2) Acceptability of approach methods and deliverables.
 - 3) Ability to properly manage aspects of the project in order to stay on schedule and at cost.
 - d. Team Dynamics
 - 1) Team make-up.
 - 2) Successful past partnerships with other firms.

- 3) Successful past partnerships with government agencies & public.
- 4) Ability to commit resources to the project in order to complete the project on time and within budget.
- 5) Participation of local and/or minority vendors.
- e. Past performance, as evidenced by references.

The review committee will rank the firms based on the above criteria, and will negotiate an agreement which will include scope of services and fee with the top ranked firm. If the Civic Center and the top ranked firm are unable to successfully negotiate an agreement then the next highest ranked firm will be engaged to negotiate an agreement. The committee may elect to short list firms for further review. This review may consist of interviews.

D. CONTRACT REQUIREMENTS

The successful firm as selected by the review committee will be expected to execute a City of Asheville contractual agreement before providing the herein described professional services. In addition the firm shall comply with terms and conditions included herein. Proof of Professional Liability Insurance will be required.

E. OTHER

It is expected there will be no communication with parties other than those specifically noted herein and such communication will be exclusively for clarification regarding procedures and objectives. Communication with any parties for any purposes other than those expressly described herein may cause an individual firm, or team to be disqualified immediately from participating in the process.

It is important all potential respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or selection process in writing so answers can be distributed to all registered respondents. Questions about the RFQ process and SOQ should be directed in writing to Mr. Dan Dover, Asheville Civic Center, City of Asheville; at ddover@ashevillenc.gov. Questions must be received in ample time before the period set for the receipt of qualifications submittals. No inquiries, if received within seven (7) days of the date set for receipt of qualifications submittals will be given any consideration. Any interpretation will be available to prospective proposers in the form of an addendum to the RFQ which, if issued, will be available no later than five (5) days prior to the date set for receipt of SOQs. Prospective firms wishing to submit SOQs are encouraged to register their intent with Dan Dover at the address above. It is the responsibility the firms to ascertain if any addenda have been issued.

A voluntary pre-submittal meeting and facility tour will be held on Wednesday, August 11th, at 1:00 p.m. at the Asheville Civic Center. Interested respondents will have the opportunity to tour the facility at that day and time.

The City reserves the right to:

- Modify or cancel the selection process or schedule at any time
- Waive minor irregularities
- Reject any and all responses to this RFQ and to seek new SOQs if it is in the best interest of the City to do so
- Seek clarification or additional information from responding firms as it deems necessary to the evaluation of the response

All documents, conversations, correspondence, etc. between the City and the firm are public information subject to the laws and regulations that govern the City, unless specifically identified otherwise.

It is in the interest of the Civic Center to encourage the best combination of potential teams. Thus, members of a responding team may be listed as members of more than one team, with the exception that a lead firm may not submit more than one response.

All expenses related to any response to this RFQ, or other expenses incurred during the period of time the selection process is underway, are the sole obligation and responsibility of that proposing firm. The City will not, directly or indirectly, assume responsibility for these costs.

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